

DISTRICT 13

2000 ANNUAL PRO BONO

REPORT AND PLAN

This Annual Pro Bono Report And Plan is made pursuant to Rule 6.5 of the Indiana Rules of Professional Conduct. The goals of this Plan are as follows:

- (1) To enable Indiana attorneys to discharge their professional responsibilities to provide pro bono services;
- (2) To improve the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations throughout the state of Indiana.
- (3) To ensure statewide access to high quality and timely pro bono civil legal services for persons of limited means by (i) fostering the development of new pro bono programs where needed and (ii) supporting and improving the quality of existing pro bono programs;
- (4) To foster the growth of a public service culture within the Indiana Bar which values pro bono publico service;
- (5) To promote the ongoing development of financial and other resources for pro bono organizations in Indiana.

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Hallmarks of an effective pro bono program

Ultimately, the measure of success for a legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for Clients, and the relationship of these outcomes to clients' most critical legal needs. The following hallmarks are characteristics which enhance a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

1. **Ownership by the local bar association.** The association believes the program is necessary and beneficial. The bar association makes a dual commitment: to management of the program and to participation in the program.
2. **Centrality of client needs.** The mission of the program is to provide high quality free legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available. The staff and volunteers are respectful of clients and sensitive to their needs.
3. **Program priorities.** The program engages in a priority setting process which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to legal resolution. The program calls on legal services and other programs serving low-income people to assist in this process.
4. **Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.
5. **Coordination with local legal services programs.** The program works cooperatively with the local funded legal services program. The partnership between the legal services program and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.
6. **Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participation attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding sources and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.
7. **Continuity.** The program has a form of governance which ensures the program will

survive changes in bar leadership, and has operational guidelines which enable the program to survive a change in staff.

8. **Cost-effectiveness.** The program maximizes the level of high quality legal services it provides in relationship to the total amount of funding received.
9. **Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.
10. **Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided.
11. **ABA Standards.** The program should be designed to be as consistent as possible with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means.

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A. ABSTRACT

A1. SUMMARY OF CURRENT STATUS OF COMMITTEE'S PLANNING PROCESS.

The District Committee members first met on October 12, 1999. In late October 1999, this District submitted its first Report. In July 2000 this District submitted its first complete Annual Report And Plan. The District is presently without the services of a Plan Administrator and has no funds with which to employ a Plan Administrator.

The District will rely on the existing legal service program providers, County Managers from each county, and the District Committee to administer the District Plan.

The District Committee will now form subcommittees and focus on the execution of those steps necessary to actualize its Plan. The full Committee is committed to meet at least quarterly.

A2. MISSION STATEMENT

The Mission of the District 13 Pro Bono Committee is to promote equal access to justice for all Indiana residents, regardless of economic status, by creating and promoting opportunities for attorneys to provide pro bono civil legal services to persons of limited means, as determined by each district pro bono committee.

In supplement to its Mission statement, the Committee adopts the following general goals:

- (a) To enable Indiana attorneys to discharge their professional responsibilities to provide pro bono services;
- (b) To improve the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations throughout the state of Indiana.
- (c) To ensure statewide access to high quality and timely pro bono civil legal services for persons of limited means by (i) fostering the development of new pro bono programs where needed and (ii) supporting and improving the quality of existing pro bono programs.
- (d) To foster the growth of a public service culture within the Indiana Bar which values pro bono publico service.

(e) To promote the ongoing development of financial and other resources for pro bono organizations in Indiana.

A3. HISTORY OF THE ORGANIZATION.

The District Committee first met on October 12, 1999 to discuss, in broad terms, the implementation of a pro bono program in the District and the respective Counties. In late October 1999, the District's first Report was submitted. In July 2000, the District submitted its first complete Annual Report And Plan which identified the initial primary mode of service delivery as well as other types of services meriting the attention of the Committee, including the need to promote wider participation in IOLTA. The District Committee will now form subcommittees and focus on the execution of those steps necessary to actualize its Plan. The full Committee is committed to meet at least quarterly. The District is currently without funds to employ the services of a Plan Administrator.

A4. DESCRIPTION OF THE CURRENT LEGAL SERVICES DELIVERY SYSTEM

Civil legal services to the indigent population within District 13 are currently delivered on a means tested basis by the following providers:

- (a) Legal Aid Society of Evansville, Inc. (Vanderburgh County)
- (b) Legal Services Organization of Indiana - Evansville (District wide, excluding Martin County)
- (c) Legal Services Organization of Indiana - Bloomington (only Martin County in District 13)
- (d) Evansville Bar Association - Pro Bono Program (Vanderburgh County)
- (e) Evansville Bar Association - Elder Law Program (Vanderburgh County)
- (f) Evansville Bar Association - Women In Law Program (Vanderburgh County)
- (g) Court appointed attorneys on case-by-case basis (most counties in District)

A more detailed description of these providers and services appears elsewhere in this Report. (See Part C.)

Such civil legal services to the indigent population within District 13 are generally provided in the following areas of law: (a) Domestic issues (divorce, visitation, guardianship, custody, nonsupport, CHINS, paternity, adoption); (b) Housing issues (evictions, sub-standard conditions); (c) Small Claims issues (landlord-tenant, debt collection); and (d) Public Assistance Benefit issues (AFDC, Housing, TANF [temporary assistance to needy families], Medicaid).

A5. IDENTIFICATION, CATEGORIZATION AND PRIORITIZATION OF THE LEGAL PROBLEMS EXPERIENCED BY INDIGENT INDIVIDUALS WITHIN THE COUNTIES OF YOUR DISTRICT.

(Please include additional information you deem to be relevant to a complete description of the current status of your Committee.)

Based on experiences reported by District 13 legal service providers, attorneys, judges and Committee members, it is concluded that the legal needs of the indigent population in District 13 may be categorized and prioritized as follows:

CATEGORY (Prioritized)	SUB-CATEGORY (Prioritized)	COMMENTS
1. Domestic Cases	Divorce	
	Visitation & Custody	
	Guardianship	
	Nonsupport	
	CHINNS	
	Paternity	
	Mediation	
2. Housing	Evictions	
	Sub-standard Conditions	
	Mediation	
3. Small Claims	Landlord-Tenant	
	Debt Collection	
4. Public Assistance Benefits	AFDC	
	Housing	
	TANF (temporary assistance to needy families)	
	Medicaid	

The process of identifying categorizing and prioritizing the legal problems experienced by indigent individuals within the District will be periodically updated and reviewed based on legal service provider annual reports and survey questionnaires distributed to

clients, attorneys, service agencies and judicial officers throughout the District in the future.

B. DATA

B1. INFORMATION ABOUT THE COMMITTEE MEMBERS. (Name, organization affiliation (if any), address, phone, fax and e-mail address, as well as the category listed in Rule 6.5 (f)(1) each person is representing.)

See Appendix 1 attached.

B2. GOVERNANCE. (Brief description of the organizational structure of the District, including replacement and succession of members, and terms of service.)

B2.1 Committee Composition: Pursuant to Rule 6.5(f) of the Rules of Professional Responsibility, this District pro bono committee shall be composed of:

- (a) Two (2) judges designated by the Supreme Court to preside as co-chairpersons;
- (b) To the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district;
- (c) At least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services; and
- (d) Such other members as (i) the Committee may approve by majority vote, or (ii) the Co-chairpersons may appoint.

B2.2 Committee Governance: The Committee, by majority vote, shall appoint its chairperson or co-chairpersons, who shall be a sitting Judge(s) within the District. The chairperson or co-chairpersons shall be responsible for convening and facilitating the meetings of the Committee.

B2.3 Terms of service: The members of the Committee shall serve for two (2) year terms, except that the initial terms of service (which may not exceed four years) shall be staggered so that not all terms expire at the same time and continuity of service may be reasonably maintained.

B2.4 Replacement and succession of members: Replacement and succession of members shall be appointed by the judge designated by the Supreme Court.

- B2.5 Any member who fails to attend, without adequate excuse, three (3) or more scheduled District Committee meetings, may be replaced at the discretion of the Co-Chairs or by majority vote of the Committee members.
- B2.6 The selection of replacement and succession of Committee members shall be in conformity with all applicable Rules of the Supreme Court and the laws of the State of Indiana.
- B2.7 The District Committee shall meet at least quarterly each year.

B3. HISTORY/BACKGROUND. (A list all counties in the District, any pro bono organizing activity or efforts at coordination that existed prior to the formation of the Rule 6.5 Committee.)

- B3.1 The eleven (11) counties located in District 13 are: Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike, Posey, Spencer, Vanderburgh, and Warrick.
- B3.2 The pro bono organizing activity or efforts at coordination that existed prior to the formation of this Rule 6.5 Committee are described as follows:

- (a) Vanderburgh County: The Evansville Bar Association formed a Pro Bono Program in 1991. The Program has two (2) Phases.

Phase I of this Pro Bono Program is designed to assist low income persons with legal problems for which they cannot receive services from Legal Aid Society of Evansville (LASE) or Legal Services Organization, Evansville (LSOE). Volunteer attorneys, who have indicated areas of law in which they will accept cases, are matched with clients who meet the LASE/LSOE financial guidelines, who reside in Vanderburgh County, or who have a case with the venue in Vanderburgh County, but cannot be served by the low-income legal service organizations and are referred in writing from LSOE/LASE. An EBA secondary intake reviews financial eligibility, type of case, residence, etc. The assigned attorney reports all outcomes to the EBA. The program accepts no criminal, bankruptcy, or fee generating cases greater than \$500.

Phase II of the Pro Bono Program is designed to offer assistance to not-for profit organizations that provide food, shelter, clothing or health care to low income residents of Vanderburgh County. Agencies that meet the guidelines may request an attorney for a specific task, and a volunteer is assigned based on the areas of practice for

which they have volunteered.

- (b) Vanderburgh County: Women In The Law Committee, Evansville Bar Association. This program provides “ask-a-lawyer” resources for the YWCA Domestic Violence Shelter and the Albion Fellows Bacon Center. Volunteer attorneys names and phone numbers are provided to the Shelters on a monthly basis. During that month, the volunteer attorneys may be contacted by the staff with legal questions facing the residents. After their month of “duty,” the volunteer attorneys are rotated to the bottom of the list, and the shelters are given a new list of attorneys for the next month. If the shelter client needs an attorney in a particular area, they are referred to Legal Aid Society or Legal Services Organization, which may, in turn, refer them to the EBA Pro Bono Program.
- (c) Vanderburgh County: Elder Law Committee, Evansville Bar Association. This committee has agreed to accept requests from local guardianship service providers to prepare guardianship petitions for indigent clients. The program will assign three attorneys per month to this task. Forms have been prepared and supplied to the guardianship services to obtain all of the required information from the client, and this information will be forwarded to the EBA office with the request for services. A volunteer attorney will be contacted by the EBA office to accept the request. Once an attorney has been assigned, they will prepare the Petition and be in direct contact with the guardianship service. The volunteer attorneys will serve on-call only one month per year.
- (d) Knox County: About 1979, the Evansville office of Legal Services Organization of Indiana (Evansville) opened a second office in Knox County. This Knox County office remained open in Vincennes for about 1 ½ years until it was closed due to budget cuts in 1981. A pro bono panel continued in Knox County for several years after 1981 and received referrals from Legal Services Organization in Evansville.

B4. PLAN ADMINISTRATOR. (Rule 6.5(g)(2) requires each Committee to select and employ a plan administrator to provide the necessary coordination and administrative support for the District Pro Bono Committee. Please indicate the name of the person, the duties of the plan administrator, if that position is funded and if so, the source of those funds.)

Initially, one Committee member from each County in the District shall be designated to

provide the necessary coordination and administrative support for the District Pro Bono Committee on a county-by-county basis, and shall serve without remuneration or compensation. Each County representative shall be known as the “ _____ County Manager”. A county may have more than one County Manager.

At present, there is no funding for the employment of a Plan Administrator.

When funded and employed, the Plan Administrator shall provide the necessary coordination and administrative support for the District Pro Bono Committee.

The selection of a Plan Administrator, the detailed description of the duties of the Plan Administrator, and the funding for that position shall be delayed until a later date.

Initially, the position of Plan Administrator will likely be part-time if adequate funding is not secured by the District. The responsibilities of the Plan Administrator will include: implementation and oversight of the District Plan on a daily basis, formulation of and monitoring approved policies and procedures, collection and compilation of data and reports, management and disbursement of funds, preparation of budgets, coordination of county managers, development of long-term planning, reporting to and advising the District Committee in respect to all phases of its Mission.

B5. MONITORING ROLE. (Brief description of how the District Committee will evaluate and record the progress and success of the District Plan.)

(a) Quality of services provided:

Evaluation of any services provided will be approached from two perspectives, the client and the provider.

- (i.) Client satisfaction will be measured after completion of their program participation. Written evaluations will be given to the client by the participating attorney or program provider, with a request that they complete the form prior to leaving. This evaluation should be forwarded to the pro bono manager (county or district) or Plan Administrator, along with other case closing documentation or program information. If the client's written evaluation form is not received, volunteers or County Managers will be used to attempt to contact the clients by phone. An idealistic goal of at least 75% client evaluation responses should be a component of the pro bono program.
- (ii.) Attorneys will be required to complete a simple case/program closing

document which will include an evaluation of the program procedures, methods of client screening, hours spent on the case or program, and suggestions for improvement. The pro bono County Managers or Plan Administrator will be required to monitor these closing documents to insure a substantial compliance rate. If telephone interviewing is required, these will be included as a volunteer activity.

If programs such as "specialized co-counsel" are formed, the case closing document should reflect the name and hours spent by each attorney. If a co-counsel is utilized by the existing poverty law providers, that volunteer attorney will report his/her name and hours served to the County Manager or Plan Administrator.

All evaluation documents will be collected in a central district location on a monthly basis to be used for regular and annual reporting. Any programs considered for implementation by the District Committee must have an evaluation component in its design.

(b) Quantity: (i) number of attorneys participating; (ii) number of clients served, (iii) number of hours)

- (i.) Service Recipients: Records will be maintained in several areas, including, but not limited to: (a) Incoming requests for individual services, (b) Number of people financially qualifying for services, (c) Number of people actually served and number not able to obtain services and the explanation, (d) Number of recipients of programs outside of direct client services, i.e., educational programs, "ask-a-lawyer" activities, etc., and (e) Numbers related to informational services, such as printed brochures mailed, web-site hits if applicable, etc. These records will be kept at the point of intake (whether central or varied locations) and collected by the pro bono County Managers, Plan Administrator or District Committee for compilation. The collection will be done on a monthly basis to be incorporated into periodic and annual reports.
- (ii.) Attorneys: Lists of attorneys will be maintained by county by practice panel. The list should be maintained by each County Manager, poverty law program provider, and compiled in a central location (Plan Administrator) for the District program. Attorney hours will be counted from the case or program closing documents and maintained on a county and district basis.

(c) Costs associated with achieving goals:

- (i.) Costs of a pro bono program are impossible to measure accurately without experience. However, cost will be incurred in several areas, and the District Committee must be prepared to meet financial needs in very creative ways. Costs will include, but not be limited to:
 - 1. Intake
 - 2. Plan Administrator and assistant
 - 3. General Office Expense for Pro Bono program (Mailing, Duplication, Printing, Phones, etc.)
 - 4. Training
 - 5. Litigation and out-of-pocket expenses for attorneys
 - 6. Malpractice Insurance
- (ii.) The District Committee will address costs of this program through special and permissible efforts to:
 - 1. Initiate fund-raising activities on a county and district-wide basis.
 - 2. Seek funding from IOLTA, foundations and other donors.
 - 3. Seek partnerships to provide training for attorneys and educational programs for citizen service recipients.
 - 4. Seek volunteer services from legal supporting organizations such as court reporters, expert witnesses, paralegal services, etc.
 - 5. Encourage firms and individuals to incorporate pro bono malpractice coverage in their current insurance.

C. 2000 ANNUAL REPORT. (Existing Services, Programs, and Funding - Please provide a detailed description of existing service providers, programs and funding sources currently in existence within your District on a county by county basis. Please utilize the worksheet on the following page for each entity.)

Service providers, programs and funding sources currently in existence within District 13, on a county by county basis, are described as follows:

EXISTING SERVICE/PROGRAMS - See following pages for detailed description of each of the following:

1. Legal Aid Society of Evansville, Inc. (LASE)
2. Legal Services Organization of Indiana - Evansville (LSOE)
3. Legal Services Organization of Indiana - Bloomington (LSOB)
4. Evansville Bar Association, Pro Bono Program
5. Evansville Bar Association, Women In The Law Committee
6. Evansville Bar Association, Elder Law Committee

EXISTING SERVICE/PROGRAM #1

Service/Program Name: **Legal Aid Society of Evansville, Inc. (LASE)**

Mailing Address: 1 N.W. Martin Luther King, Jr. Blvd.
Civic Center, Administration Bldg., Room 105
Evansville, Indiana 47708-1828

Phone: (812) 435-5173

Fax: (812) 435-5220

Contact Person: Sue Hartig Title: Executive Director, Attorney

Office Hours: Monday through Friday, 8:00 a.m. - 4:30 p.m.

Intake Hours: Telephone applications: Monday - Friday 8:00 a.m. - 11:30 p.m.

Walk-in applications: Monday - Friday 8:00 a.m. - 4:30 p.m.

Sponsoring Agency: Not Applicable Phone:

Agency Director: Not Applicable

Service/Program Information

Target Population: Low income residents of Vanderburgh County with Vanderburgh
County based civil legal problems.

Eligibility Requirements: Applicant lives in Vanderburgh County, case is in Vanderburgh
County, household meets required financial guidelines, representation does not cause a conflict
of interest, case is of a type handled by LAS, and the legal, technical and residency
requirements are met. The current financial eligibility guidelines reported by LAS follows:

# PERSONS IN HOUSEHOLD	MAXIMUM WEEKLY GROSS HOUSEHOLD INCOME	MAXIMUM WEEKLY GROSS MARITAL INCOME †	
1	\$206		
2	\$276	\$414	\$67
3	\$346	\$519	\$103
4	\$416	\$624	\$138
5	\$486	\$792	\$236

6	\$556	\$834	\$208
7	\$626	\$939	\$243
8	\$696	\$1,044	\$278
Ea additional	Add \$70/person	Add \$105/person	

†Equivalent to 150% of Maximum Weekly Gross Household Income for divorce cases.

*Estimate # of persons Served or Impacted: In 1998, LASE served 546 persons and impacted on 1,659 people. In 1999, LASE served 499 persons and impacted on 1,1412 people.

Service Area: Vanderburgh County only.

Type of Service/Program: LASE is a not-for-profit corporation founded in 1958 by the Evansville Bar Association to provide free legal advice and representation to qualifying low income residents of Vanderburgh County in select civil matters.

*Estimate of Expense per Year: LASE budget in 1998 was \$305,423.00.
LASE budget in 1999 was \$308,674.00.

Value of Services Provided: 1998 \$916,140.00
1999 \$831,581.00

Funding Source(s): 75% from the City of Evansville and Vanderburgh County
25% from United Way, Indiana Equal Justice Fund, Indiana Civil Legal Fund.

Service /Program Description: Adoptions (limited); Dissolution of marriage; Appeals of benefit termination; Collecting sums less than \$500; Evictions, landlord/tenant and housing matters; Defense of paternity; Guardianships; Defense of nonsupport; Informations for contempt; Defense in Small Claims actions and suits for damages; Petitions to modify; Disputes regarding custody; Disputes regarding visitation
Other cases at the discretion of the Director.
Cases not handled: Annulments and legal separations; Appeals; Name changes (other than in paternity or divorce); Bankruptcies; Proceedings supplemental; Cases a lawyer will take without prepayment, such as personal injury cases, and worker compensation cases; Social Security cases; Protective Orders (standing alone); Real estate matters; Suits against the City of Evansville, County of Vanderburgh, or United Way and its agencies; Children in Need of Services (CHINS); Tax matters; Termination of parental rights; Collection of support and establishment of paternity; Criminal matters; Wills or estates; Matters in which the Court will appoint an attorney. Other cases at the discretion of the Director.

EXISTING SERVICE/PROGRAM #2

Service/Program Name: **Legal Services Organization of Indiana - Evansville (LSOE)**

Mailing Address: 101 Court St., Suite 101
Evansville, IN 47708

Phone: Voice: (812)426-1295
Voice: (800) 852-3477
TDD: (800) 743-3333
Fax: (812) 422-7332

Contact Person: Steve Culley Title: Managing Attorney

Office Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.

Intake Hours: Walk-in / Phone Applications: Monday and Thursday, 8:30 a.m. to 11:30 a.m.;
Emergency Applications: - Normal Business Hours.

Sponsoring Agency: Legal Services Organization of Indiana Phone:

Agency Director: Norman Metzger

Service/Program Information

Target Population: Low income (under 125% of poverty and Senior Citizens)

Eligibility Requirements:

*Estimate # of persons Served or Impacted: 2,050

Service Area: Daviess, Dubois, Gibson, Knox, Perry, Pike, Posey, Spencer, Vanderburgh, and
Warrick counties. (Martin County is served by the Bloomington, IN office of LSOL.)

Type of Service/Program: Civil legal services (LSC funded)

*Estimate of Expense per Year:\$400,000.00

Funding Source(s): LSC, Council On Aging, Posey and Gibson County United Way,
NAPIL, Indiana Equal Justice Fund, Indiana Civil Legal Aid Fund.

Service /Program Description: Civil legal services for low income persons. Priorities are:

Housing, such as eviction, foreclosure and landlord/tenant;

Public Benefits, such as food stamps, SSI, unemployment, poor relief and AFDC or TANF

Health, including Medicaid and Medicare

Family law, including divorce or child custody cases where there is domestic abuse (of child or spouse)

Child In Need of Services (CHINS)

Consumer, such as collections and repossessions

Education, including expulsion and access to special education services, and Vocational Rehabilitation

Access to justice, such as the denial of a court-appointed attorney in certain civil cases

Special Projects: Senior Law Project; Ombudsman Program; Welfare to Work Project

History: The Evansville office opened in 1978. A second office was opened in Vincennes for about 1 1/2 years until it was closed due to budget cuts in 1981. A pro bono panel continued in Knox County for several years after 1981 and received referrals from Legal Services Organization in Evansville.

EXISTING SERVICE/PROGRAM #3

Service/Program Name: **Legal Services Organization of Indiana - Bloomington** (LSO-B)

Mailing Address: 242 W. 7th Street
Bloomington, IN 47404

Phone: Voice: (812) 339-7668
Voice: (800) 822-4774 (toll free)
TDD:
Fax: (812) 339-2081

Office Hours: Monday through Friday, 9:00 a.m. to 5:00 p.m.

Intake Hours: Monday and Wednesday 10:00 a.m. - 12:00 noon by telephone.
Emergency applications: By telephone or in person during normal business hours

Contact Person: M. Hudson Title: Co-Ordinator

Sponsoring Agency: Phone:

Agency Director:

Service/Program Information

Target Population:

Eligibility Requirements:

*Estimate # of persons Served or Impacted:

Service Area: In District 13 - only Martin County.
Other Counties: Bartholomew, Brown, Decatur, Greene, Jackson, Jennings,
Lawrence, Monroe, Morgan, Orange, and Owen counties.

Type of Service/Program: Legal services for indigent

*Estimate of Expense per Year:

Funding Source(s):

Service /Program Description: LSOI cannot help people in criminal cases, and we do not have enough staff to help everyone who calls. We help people in civil cases, including:

Housing, such as eviction, foreclosure and landlord/tenant

Public Benefits, such as food stamps, SSI, unemployment, poor relief
and AFDC or TANF

Health, including Medicaid and Medicare

Divorce or child custody cases where there is child abuse or spouse abuse

Child In Need of Services (CHINS)

Consumer, such as collections and repossessions

Education, including expulsion and access to special education services, and
Vocational Rehabilitation

Access to justice, such as the denial of a court-appointed attorney in certain civil cases

Special Projects:

Area 10 Senior Citizens Legal Project: Monroe, Owen

Area 11 Senior Law & Nursing Home Ombudsman Project:

Bartholomew (812) 372-6918;

Brown (812) 878-4553;

Decatur (812) 591-3397;

Jackson (812) 445-3885;

Jennings (812) 392-2133;

Morgan County seniors may apply with the Senior Law Project in
Indianapolis (317) 631-9424

Promoting Employment Project: Removes barriers to employment, especially for
welfare to work situations.

EXISTING SERVICE/PROGRAM #4

Service/Program Name: **Evansville Bar Association, Pro Bono Program, Evansville**

Mailing Address: Evansville Bar Association
123 N.W. Fourth Street, Suite 18
Evansville, Indiana 47708

Phone: Voice: (812) 426-1712
Fax: (812) 426-0028
Email: ebash@evansville.net

Contact Person: Susan Helfrich Title: Executive Director

Sponsoring Agency: Evansville Bar Association Phone: (812) 426-1712
Agency Director: Susan Helfrich

Service/Program Information

Target Population: Low income persons who meet the Legal Aid Society (LASE) / Legal Services Organization (LSOE) financial guidelines, who reside in Vanderburgh County, or who have a case with the venue in Vanderburgh County, but cannot be served by the low-income legal service organizations and are referred in writing from LASE/LSOE.

Eligibility Requirements: Must meet the LASE/LSOE financial guidelines, reside in Vanderburgh County or who have a case with the venue in Vanderburgh County, and cannot be served by the low-income legal service organizations, and are referred in writing from LASE/LSOE.

*Estimate # of persons Served or Impacted:

Service Area: Vanderburgh County only.

Type of Service/Program: Attorney volunteer

*Estimate of Expense per Year:

Funding Source(s):

Service /Program Description:

Phase I of the Program is designed to assist low income persons with legal problems for which they cannot receive services from Legal Aid or Legal Services Organization. Attorneys and clients are matched as follows:

- ! volunteer attorneys indicate the areas of law where they will accept cases;
- ! clients who meet the LASE/LSOE financial guidelines, who reside in Vanderburgh County, or who have a case with the venue in Vanderburgh County, but cannot be served by the low-income legal service organizations, are referred in writing from LSOE/LASE. All clients eligible for pro bono services must first be rejected by LSOE/LASE for such reasons as conflict of interest, case priority, etc.;
- ! the EBA confirms through secondary intake with the potential client the financial eligibility, type of case, residence, etc.;
- ! the volunteer attorneys are separated into the various panels in which they will accept cases. The attorneys rotate within those panels, and the first volunteer in line is called to accept the case. The attorney may decline any case, and the next attorney is called;
- ! if the attorney accepts a pro bono referral, the client is so advised in writing to contact the attorney, and also advised of expectations on the client to meet filing costs, supply the attorney with all the relevant documents, and to show up for all scheduled meetings;
- ! if the client does not contact the assigned attorney within two weeks, the attorney advises the EBA, and he/she will be placed back in the volunteer rotation. The client must reapply to LASE or LSOE to receive pro bono services, and is so advised in writing;
- ! the Pro Bono Phase I program accepts no criminal, bankruptcy, or fee generating cases greater than \$500. It also accepts no pro bono cases for both opposing parties, or more than one client per the same case.

Phase II of the Pro Bono Program is designed to offer legal assistance to not-for profit organizations that provide food, shelter, clothing or health care to low income residents of Vanderburgh County. Agencies that meet these guidelines may request an attorney for a specific task, and a volunteer is assigned based on the areas of practice for which they have volunteered. Once the task is completed, the agency may not expect that same attorney to continue providing free legal services, but may request additional pro bono services as the need arises.

EXISTING SERVICE/PROGRAM #5

Service/Program Name: **Women In The Law Committee, Evansville Bar Association**

Mailing Address: Evansville Bar Association
123 N.W. Fourth Street, Suite 18
Evansville, Indiana 47708

Phone: Voice: (812) 426-1712
Fax: (812) 426-0028
Email: ebash@evansville.net

Contact Person: Susan Helfrich Title: Executive Director

Sponsoring Agency: Evansville Bar Association Phone: (812) 426-1712
Agency Director: Susan Helfrich

Service/Program Information

Target Population: Residents or clients of the YWCA Domestic Violence Shelter and the Albion Fellows Bacon Center, Evansville, IN.

Eligibility Requirements:

*Estimate # of persons Served or Impacted:

Service Area: Vanderburgh and surrounding counties

Type of Service/Program: Attorney volunteer

*Estimate of Expense per Year:

Funding Source(s): None

Service /Program Description:

This program provides “ask-a-lawyer” resources for the YWCA Domestic Violence Shelter and the Albion Fellows Bacon Center. Volunteer attorneys names and phone numbers are provided to the Shelters on a monthly basis. During that month, the volunteer attorneys may be contacted by the staff with legal questions facing the residents. After their month of “duty,” the volunteer attorneys are rotated to the bottom

of the list, and the shelters are given a new list of attorneys for the next month. If the shelter client needs an attorney in a particular area, they are referred to Legal Aid Society or Legal Services Organization, which may, in turn, refer them to the EBA Pro Bono Program.

EXISTING SERVICE/PROGRAM #6

Service/Program Name: **Elder Law Committee, Evansville Bar Association**

Mailing Address: Evansville Bar Association
123 N.W. Fourth Street, Suite 18
Evansville, Indiana 47708

Phone: Voice: (812) 426-1712 Fax: (812) 426-0028
Email: ebash@evansville.net

Contact Person: Susan Helfrich Title: Executive Director

Sponsoring Agency: Evansville Bar Association Phone: (812) 426-1712
Agency Director: Susan Helfrich

Service/Program Information

Target Population: Indigent population in need of guardianships

Eligibility Requirements: Indigence

*Estimate # of persons Served or Impacted:

Service Area: Vanderburgh and surrounding counties

Type of Service/Program: Attorney volunteer

*Estimate of Expense per Year:

Funding Source(s): None

Service /Program Description: This committee has agreed to accept requests from local guardianship service providers to prepare guardianship petitions for indigent clients. The program will assign three attorneys per month to this task. Forms have been prepared and supplied to the guardianship services to obtain all of the required information from the client, and this information will be forwarded to the EBA office with the request for services. A volunteer attorney will be contacted by the EBA office to accept the request. Once an attorney has been assigned, they will prepare the Petition and be in direct contact with the guardianship service. The volunteer attorneys will serve on-call only one month per year.

D. 2000 Annual Plan.

D.1. INTRODUCTION. The District Committee maintains that the delivery of pro bono civil legal services is most effectively and efficiently accomplished by utilizing a Plan Administrator. Initially, the Plan Administrator would likely be a part-time position until adequate funding is secured for a full-time Plan Administrator. The centralized coordination of the District wide Plan by a single Administrator would result in a more efficient referral process and a more reliable capture of service data. In general, the responsibilities of the Plan Administrator would include: implementation and oversight of the District Plan on a daily basis, formulation of and monitoring approved policies and procedures, collection and compilation of data and reports, management and disbursement of funds, preparation of budgets, coordination of County Managers, development of long-term planning, reporting to and advising the District Committee in respect to all phases of its Mission.

But, the funds are not currently available. Therefore, the District has devised the following alternate pro bono access plan.

D.2. ACCESS PLAN. In summary, the Pro Bono Applicant may access District pro bono civil legal services by two methods: (a.) LSOE/LASE Access, or (b.) County Manager Access.

A. **LSOE/LASE ACCESS.** Legal Aid Society of Evansville (LASE) legal services are limited to financially eligible residents of Vanderburgh County whose case is in Vanderburgh County. Legal Services Organization of Evansville (LSOE) legal services are limited to financially eligible residents of any county in District whose case is in the District (except Martin County residents who are serviced by the LSO - Bloomington office in Monroe County).

Intake screening is provided by either LSOE or LASE and may result in the following outcomes:

- (i.) *Denial of Service.* The matter is not case appropriate (no meritorious case, not a legal matter, etc.)
- (ii.) *Program Preclusion.* The Applicant is financially ineligible, or the matter is of a type which LSOE or LASE is precluded from handling by its bylaws or other applicable rule. This Applicant may be referred to: the other legal service provider, the County Manager, an appropriate Evansville Bar Association Program¹, or a Lawyer Referral Service².

¹ See Part C. - Existing Service/Programs, page 15.

² E.g. Evansville Bar Association Lawyer Referral Service.

- (iii.) *Case Acceptance.* The eligible Applicant's matter is accepted and service is provided. In the course of rendering representation, LSOE or LASE may request pro bono support (legal research, consultation, etc.) which may be arranged by the appropriate County Manager.
- (iv.) *Referral.* The eligible Applicant may be referred to: the other legal service provider, the County Manager, an appropriate Evansville Bar Association Program, or a Lawyer Referral Service.

If all intake screening and referral was provided by LSOE only or LASE only (one or the other, but not both), then several problems or conflicts may arise:

- ! One provider might be required to request the other provider to refer an eligible applicant to a pro bono attorney when that other provider already represents a client adverse to the applicant, or
- ! One provider might be required to request the other provider to secure a pro bono attorney for legal research or consultation when that other provider already represents an adverse party.

Therefore, both LSOE and LASE must be able to contact the appropriate County Manager to arrange pro bono services.

- B. **COUNTY MANAGER ACCESS.** In the absence of a Plan Administrator, each county in the District will have at least one County Manager. The County Manager, who will serve without remuneration, is responsible for verifying Applicant eligibility and referring that Applicant to the appropriate pro bono attorney or pro bono service. The County Manager may also be requested to provide support services to a pro bono attorney or service provider who is already engaged in pro bono representation (e.g. case consultations, legal research, mentoring, etc.).
- C. **FORUM BASED SERVICE.** Pro bono service is "forum based", meaning that the eligible Applicant will be referred to the pro bono attorney or program in the county where the case is pending, may be filed, or otherwise addressed. This should help reduce a pro bono provider's lost time due to travel and travel expenses.

D.3. PARTNERING WITH EXISTING LEGAL SERVICE PROVIDERS. The initial Plan of District 13 for the delivery of civil legal services to the indigent population is to partner with Legal Services Organization of Evansville (LSOE) and Legal Aid Society of Evansville (LASE), the existing legal service program providers serving the indigent population in our District. The financial eligibility guidelines currently utilized by these legal service providers will be utilized to determine eligibility. Currently, the primary providers of these

services are LSOE, serving the entire District, and LASE, serving Vanderburgh County (the county in the District with the greatest number of citizens living at or below poverty level). The primary factors considered by the District in reaching this determination are summarized as follows:

- A. LSOE and LASE already enjoy a wide degree of tolerance and acceptance among a sizeable majority of the attorneys practicing law in this District. At this early stage in District 13 Pro Bono Service development there is a general concern that “pro bono” may be synonymous with a threat to the economic health of attorneys, especially solo practitioners and small firms whose client base may, from time to time, include the lower income population. It is thought that these concerns will be assuaged by adopting an approach which will offer the least degree of threat to apprehensive lawyers and the maximum service to those who, with little dispute, qualify for pro bono civil legal services.
- B. Moreover, these legal service organizations already have in place the type of service system which satisfies the requirements of the Plan: (a.) an immediately available physical plant; (b.) staffed by immediately available personnel sympathetic to the pro bono concept; (c.) who are also appropriately trained to perform intake screening, referral, data collection, report generation, and other tasks or services complimentary to our mission.
- C. These organizations are based in Vanderburgh County, the location of: the greatest number of lawyers, the greatest number of citizens living at or below poverty level, and the largest organized bar association, which also has several pro bono compatible programs already in place.

D.4. MODES OF PARTICIPATION. Different types of attorneys and firms may participate in the delivery of pro bono civil legal services in any number of special ways:

- A. **Solo and Small Law Firm Practitioners.** These practitioners can agree to provide services which do not necessarily require a substantial expenditure of time or resources, and matters which can be resolved in a few hours. They can affiliate with other lawyers or pro bono programs comfortable to their circumstances. Out-of-pocket costs may be reimbursable, and additional training and resource material may be available to them from another source.
- B. **Medium and Large Law Firm Practitioners.** These practitioners have more resources (including legal secretaries, paralegals, law clerks, or legal assistants) available to support their pro bono service. These firms have a wider variety of practice areas available to support the acceptance of more diverse legal issues and

more complex and significant issues to the poor, elderly, or disabled. These firms can direct new attorneys into areas of practice which will enhance their skill sets and experience. These firms can provide organizational and financial advice to nonprofit organizations which primarily serve the indigent, and conduct clinics, mentoring and consultation services for other pro bono lawyers engaged in more direct pro bono service. These firms can also provide legal advice and representation in the areas of taxation, real estate, corporate law, municipal law, contracts, etc. to nonprofit organizations providing services which target the indigent population. And, these firms can provide mediation services in family law as well as other areas of law, or even between nonprofit organizations and other entities (IRS, Area Plan, Neighborhood Associations, etc.).

- C. **In-house Corporate Attorneys.** These attorneys can utilize the pro bono opportunity to enhance company ties to the community and enhance company reputation in the community in ways that improve overall recruitment goals and employee pride. They may also facilitate recruitment of expert witnesses and consultants willing to support or advise the front line pro bono attorney.
- D. **Government Attorneys.** Federal, state, county and municipal offices across the country have fashioned programs or policies that enable these attorneys to participate at some level, either during off-time or flex-time, and in ways which avoid ethical conflicts or use of publicly funded resources. This involvement may include consultation services for other pro bono lawyers engaged in more direct pro bono service, certain types of mediation service, provide transportation to the pro bono client, development and review of policy and procedure, assist with data compilation and reporting, etc.
- E. **The Judiciary.** Although specifically excluded from the practice of law (cannot handle pro bono cases, or render legal advice to clients, or participate in mediation), there are several important contributions, within ethical bounds, that judges can make: write and adopt court policies that encourage and facilitate pro bono involvement; make general appeals to groups of attorneys to recruit volunteers; provide explanations of court procedures; meet with bar leadership to encourage pro bono participation; serve on advisory boards of pro bono programs and local bar associations; contribute money to eligible pro bono programs; speaking engagements, preparation of pamphlets, and participate in the pro bono policy-making and planning of local bar associations and the District Pro Bono Committee.

D.5. SERVICE CONSIDERATIONS. District 13 recognizes the following primary service considerations which shall apply to all phases of the District Plan for the delivery of civil legal pro bono services:

- (a.) Client eligibility.
- (b.) Avoidance of conflicts of interests.
- (c.) Legal issues that are not frivolous or untenable.
- (d.) Attorneys possessing appropriate skills or having appropriate support and supervision.
- (e.) Cases or issues which are appropriate for pro bono service (e.g. not fee producing, obnoxious, etc).
- (f.) Client commitment at an acceptable level (as evidenced by written acceptance of specified responsibilities).

D.6. PLAN DETAILS. Accordingly, the District Committee has identified the following problems or barriers, and some recommended action steps designed to eliminate those problems or barriers. Each problem or barrier is separately identified and discussed according to its perceived priority.

Problem/Barrier No. 1: There is no Plan Administrator to provide necessary coordination and administrative support for the District Pro Bono Committee and facilitate the activities and opportunities identified in Rule 6.5. A Plan Administrator is needed to provide: implementation and oversight of the District Plan on a daily basis, formulation of and monitoring approved policies and procedures, collection and compilation of data and reports, management and disbursement of funds, preparation of budgets, coordination of county managers, development of long-term planning, reporting to and advising the District Committee in respect to all phases of its Mission.

Problem/Barrier No. 2: Due to staffing constraints, budgetary limitations, ethical conflicts, and program restrictions, access to Legal Services of Indiana - Evansville (LSOE) and Legal Aid Society of Evansville (LASE) is delayed or denied to a significant number of qualified and deserving poverty level applicants for civil legal service.

Problem/Barrier No. 3: Creating a District wide mechanism by which indigent individuals might access legal services cheaply and swiftly from any location in the District. A toll-free (1-800) telephone access system is the simplest, most economical and efficient mechanism by which every indigent individual anywhere in the District might initially access the pro bono service in the least complicated manner.

Problem/Barrier No. 4: Inadequate resources to support indigent civil advocacy. Many traditional litigation tools are unavailable to indigent users of the civil legal system because they are too expensive and simply not in the legal service provider's budget. Preparation of some pro bono cases suffer because appropriate preparation would require expenditure of funds that are unavailable for depositions, experts, investigators, etc. Therefore, it becomes too expensive to litigate effectively, possibly even competently in some instances.

Problem/Barrier No. 5: There is a need for a current Legal Needs Study designed to identify and prioritize pro bono legal services targeting the indigent population within this District. This District will: (a.) Send requests for information (RFI's) or surveys to organizations and entities which serve the poor or have a helpful awareness of the legal needs of the poor; (b.) Compile and interpret the survey results; (c.) Adjust existing programs or Develop new programs which will service the identified needs; and (d.) Repeat and/or expand this survey periodically.

Problem/Barrier No. 6: Certain nonprofit and charitable organizations who benefit the poor are in need of legal services which is not provided or inadequately provided. There is no mechanism for certification of organizational eligibility to receive pro bono legal services.

Problem/Barrier No. 7: Lack of an economical dispute resolution mechanism for legal and quasi-legal issues affecting the poor, but do not warrant litigation or substantial commitments of legal resources in a formal manner.

Problem No. 1

1. Problem/Barrier No. 1: There is no Plan Administrator to administer a District wide system for the appropriate referral of eligible applicants for civil pro bono legal services, and provide the necessary coordination and administrative support for the District Pro Bono Committee to facilitate the activities and opportunities identified in Rule 6.5. Also, a Plan Administrator is needed to provide: implementation and oversight of the District Plan on a daily basis, formulation of and monitoring approved policies and procedures, collection and compilation of data and reports, management and disbursement of funds, preparation of budgets, coordination of county managers, development of long-term planning, reporting to and advising the District Committee in respect to all phases of its Mission.

2. Supportive Data:

- Data (statistics, survey results, records, reports, etc.) which support the statement of the problem and organized to show how the barriers are preventing people from accessing justice.

This problem is a known fact.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. Activities to be undertaken by the attorneys in the District to address this barrier or problem:

Assist the Plan Administrator with the formulation of policies and procedures, collection and compilation of data and reports, management and disbursement of funds, preparation of budgets, coordination of county managers, development of long-term planning goals.

When requested by the Plan Administrator, the attorneys in the District will undertake the following activities:

- (i.) Represent persons of limited means through case referral.
- (ii.) Represent persons of limited means through direct contact.
- (iii.) Represent community groups servicing persons of limited means through case referral.
- (iv.) Interview and determine eligibility of prospective pro bono clients.
- (v.) Act as co-counsel on cases or matters with civil legal assistance providers and other pro bono lawyers.
- (vi.) Provide consultation services to civil legal assistance providers for case reviews and evaluations.
- (vii.) Provide training to the staff of civil legal assistance providers and other

- volunteer pro bono attorneys.
- (viii.) Make presentations to persons of limited means regarding their rights and obligations under the law.
- (ix.) Provide legal research.
- (x.) Provide guardian ad litem services.
- (xi.) Serve as a mediator or arbitrator to the client-eligible party.

3.B. Detailed description of this District's plan for implementing each activity:

Apply for funding, and supplement with fund-raising and donations, in order to hire a Plan Administrator.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

4.A. When requested by the Plan Administrator, the attorneys in the District will undertake the following activities to support the pro bono efforts of the attorneys in this District:

- (i.) Provide intake, screening, and referral of prospective clients.
- (ii.) Match cases with individual attorney expertise, including the establishment of specialized panels.
- (iii.) Provide resources for litigation and out-of-pocket expenses.
- (iv.) Provide legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono civil legal service.
- (v.) Provide the availability of consultation with attorneys who have expertise in areas of law in which a volunteer lawyer is providing pro bono civil legal service.
- (vi.) Provide malpractice insurance for volunteer pro bono lawyers:
- (vii.) Establish procedures to ensure adequate monitoring and follow-up, and to measure client satisfaction.
- (viii.) Recognize pro bono civil legal service by lawyers.

4.B. Detailed description of the District's plan for implementation of each activity:

Invite Judges and area media to promote the value of pro bono service and recognize those providing pro bono services; recruit attorneys to participate in pro bono service activities; maintain a roster of pro bono attorneys which identifies all attorneys volunteering to participate in pro bono service, and lists the attorneys by area of expertise and activity interest; and update the roster annually or as experience otherwise suggests.

- 4.C. Description of the way the recommended activities and the supportive activities will be coordinated and what role the District Committee will have in that coordination.

At least one County Pro Bono Manager will be identified for each county in the District. Each County Manager shall be or become a member of the District Committee. Each County Manager and the Plan Administrator will be responsible for: promoting the value of pro bono service in each county; recruiting attorneys from each county to participate in pro bono service activities; preparing and updating a County Roster Of Pro Bono Attorneys, categorized by area of expertise and interest or otherwise, which identifies all attorneys in each county volunteering to participate in pro bono civil legal service; interpreting any peculiar or special needs of each county for pro bono civil legal services; identifying possible resources for litigation and out-of-pocket expenses (e.g. court reporters willing to donate deposition services, experts willing to donate consultation services and/or expert opinion testimony); attending and reporting to the District Committee.

The pro bono attorney to whom the matter is assigned shall be responsible for preparing a Case Closing Report tracking the time (and expense, as applicable) devoted to the matter, and summarizing the case history, outcome and pro bono resources utilized. The Report shall be submitted to the Plan Administrator for compilation.

The pro bono attorney to whom the matter is assigned shall be responsible for delivering a Client Satisfaction Survey to the client for completion and return to the Plan Administrator.

The Plan Administrator shall be responsible for reasonable efforts to secure the return of the attorney's Case Closing Report and the client's Client Satisfaction Survey. The Plan Administrator will compile the data and submit quarterly reports to the District Committee.

The Plan Administrator shall be responsible for a Grievance Process by which clients may register a complaint about any facet of the pro bono program and receive an appropriate response.

Other volunteers, including attorneys, may be recruited to assist the Plan Administrator and County Managers in fulfilling any services assigned to the Plan Administrator or County Managers.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the

value of the proposed activity to the indigent.

It is anticipated that a greater number of eligible people in need of civil legal services, but unable to afford those services, will gain more meaningful and more timely access to the justice system, and thereby manage to resolve their personal, financial, property, domestic, family or housing issues in a manner that is fair and recognizes the dignity and worth of all who are involved in the experience.

Case Closing Reports and Client Satisfaction Surveys will identify beneficial results and be utilized to determine the value of the services to the indigent person, the legal community, and the community at large.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

The Plan Administrator, LSOE and LASE will form a Process Committee to develop the necessary forms designed to process the Plan and capture the data it generates. The Committee is expected to complete its work in 6 months.

The Plan Administrator will devise the forms necessary to identify and inventory the attorneys and legal talents available in the District. The Plan Administrator would be expected to complete his/her work in 12 months.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget.

Problem No. 2

1. **Problem/Barrier No. 2:** Due to staffing constraints, budgetary limitations, ethical conflicts, and program restrictions, access to Legal Services of Indiana - Evansville (LSOE) and Legal Aid Society of Evansville (LASE) is delayed or denied to a significant number of qualified and deserving poverty level applicants for civil legal service.

- 1.A. Due to the limited number of staff attorneys, some clients must wait a significant period of time before their case can be processed, e.g. dissolution cases not involving domestic violence or no children of the marriage have a lower priority than other type cases.
- 1.B. Qualified and deserving applicants for service must be turned away if one of the adverse parties had prior significant contact with the legal service provider.
- 1.C. Certain case types may not be accepted because program restrictions prohibit acceptance of the otherwise meritorious pro bono type case, e.g. appeals, incarcerated litigants who experience divorce or housing problems, existing clients who become incarcerated on unrelated matters, matters adverse to governments or program funding agencies.
- 1.D. Limited resources preclude frequent use of depositions, expert witnesses or consultants, investigators, etc.
- 1.E. Caseload limits and complicated/complex cases sometimes challenge program capacity. There is a need for more attorneys to match service demands placed on LSO and LAS, and free up some time for the managing directors of these programs to fulfill administrative duties and perform some community service that benefits the prospective clients (e.g. committee service which addresses Section 8 housing policy issues).

2. **Supportive Data:** What data supports your statement of the problem? Statistics, survey results, records, reports, etc. should be organized to show how the barriers are preventing people from accessing justice.

Annual service reports, program budgets, bylaws, and established policy restrictions.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

- 3.A. The activities to be undertaken by the attorneys in the District to address this barrier or problem are as follows:
 - (i.) Representing persons of limited means through case referral.
 - (ii.) Interviewing and determining eligibility of prospective pro bono clients.
 - (iii.) Acting as co-counsel on cases or matters with civil legal assistance providers and other pro bono lawyers to whom a case referral has been made.
 - (iv.) Providing consultation services to civil legal assistance providers for case

reviews and evaluations.

- (v.) Providing training to the staff of civil legal assistance providers.
- (vi.) Providing legal research.
- (vii.) Providing guardian ad litem services.
- (viii.) Serving as a mediator or arbitrator to the client-eligible party.

3.B. A detailed description of this District's plan for implementing each activity is as follows:

LSOE and LASE will call on volunteer attorneys in the District to assist LSOE and LASE in the delivery of civil legal services. The attorneys in the District will commit to:

- (i.) represent eligible pro bono clients in cases or matters referred by LSOE or LASE;
- (ii.) interview prospective pro bono clients to determine their eligibility;
- (iii.) address the legal needs of the eligible pro bono client;
- (iv.) serve as co-counsel with LSOE attorneys, LASE attorneys, and/or other pro bono attorneys;
- (v.) consult with civil legal assistance providers for case reviews and evaluations;
- (vi.) provide training to the staff of civil legal assistance;
- (vii.) provide legal research;
- (viii.) provide guardian ad litem services;
- (ix.) serve as a mediator or arbitrator to the client-eligible party.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

4.A. Activities this District will take to support the pro bono efforts of the attorneys in this District:

- (i.) Intake, screening, and referral of prospective clients will be mainly provided by LSOE and LASE. Upon request, this service will be provided by attorneys in the various counties for prospective clients unable to contact LSOE or LASE.
- (ii.) LSOE and LASE will match cases with individual attorney expertise.
- (iii.) Volunteer attorneys will provide legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono civil legal service.
- (iv.) Volunteer attorneys who have expertise in areas of law will provide consultations with attorneys providing pro bono civil legal service in that area of

law.

(v.) Establishing procedures to ensure adequate monitoring and follow-up, and to measure client satisfaction.

(vi.) Recognizing pro bono civil legal service by lawyers.

4.B. Detailed description of the District's plan for implementation of each activity:

Invite Judges and area media to promote the value of pro bono service and recognize those providing pro bono services; recruit attorneys to participate in pro bono service activities; maintain a roster of pro bono attorneys which identifies all attorneys volunteering to participate in pro bono service, and lists the attorneys by area of expertise and activity interest; and update the roster annually or as experience otherwise suggests.

4.C. Description of the way the recommended activities and the supportive activities will be coordinated and what role the District Committee will have in that coordination.

At least one County Pro Bono Manager will be identified for each county in the District. Each County Manager shall be or become a member of the District Committee. Each County Manager will be responsible for: promoting the value of pro bono service in that county; recruiting attorneys from that county to participate in pro bono service activities; preparing and updating a County Roster Of Pro Bono Attorneys, categorized by area of expertise and interest or otherwise, which identifies all attorneys in that county volunteering to participate in pro bono civil legal service; interpreting any peculiar or special needs of that county for pro bono civil legal services; identifying possible resources for litigation and out-of-pocket expenses (e.g. court reporters willing to donate deposition services, experts willing to donate consultation services and/or expert opinion testimony); attending and reporting to the District Committee.

The pro bono attorney to whom the matter is assigned shall be responsible for preparing a Case Closing Report tracking the time (and expense, as applicable) devoted to the matter, and summarizing the case history, outcome and pro bono resources utilized. The Report shall be submitted to the County Manager for compilation.

The pro bono attorney to whom the matter is assigned shall be responsible for delivering a Client Satisfaction Survey to the client for completion and return to the County Manager.

The County Manager shall be responsible for reasonable efforts to secure the return of the attorney's Case Closing Report and the client's Client Satisfaction Survey. The County Manager will compile the data and submit quarterly reports to the District Committee.

Other volunteers, including attorneys, may be recruited to assist the County Manager in fulfilling any services assigned to the County Manager.

Upon receipt of appropriate funding, many of the functions of the County Managers will be performed by the Plan Administrator.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

It is anticipated that a greater number of eligible people in need of civil legal services, but unable to afford those services, will gain more meaningful and more timely access to the justice system, and thereby manage to resolve their personal, financial, property, domestic, family or housing issues in a manner that is fair and recognizes the dignity and worth of all who are involved in the experience.

Case Closing Reports and Client Satisfaction Surveys will identify beneficial results and be utilized to determine the value of the services to the indigent person, the legal community, and the community at large.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

LSOE and LASE will form a Process Committee to develop the necessary forms designed to process the Plan and capture the data it generates. The Committee is expected to complete its work in 6 months.

The County Managers will devise the forms necessary to identify and inventory the attorneys and legal talents available in the District. The County Managers are expected to complete their work in 6 months.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached budget.

Problem No. 3

1. **Problem/Barrier No. 3:** Creating a District wide mechanism by which indigent individuals might access legal services cheaply and swiftly from any location in the District. A toll-free (1-800) telephone access system is the simplest, most economical and efficient mechanism by which every indigent individual anywhere in the District might initially access the pro bono service in the least complicated manner.

2. **Supportive Data:** What data supports your statement of the problem? Statistics, survey results, records, reports, etc. should be organized to show how the barriers are preventing people from accessing justice.

Legal Needs Study Of The Poor In Indiana (February 1992) prepared by United Way / Community Service Council of Central Indiana; *Comprehensive Community Assessment, Vanderburgh County Critical Issues Survey*, (1999) by United Way of Southwestern Indiana.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. The activities to be undertaken by the attorneys in the District to address this barrier or problem are as follows:

(i.) Providing a toll free telephone link from anywhere in the District or State to the location responsible for intake, screening, and referral.

3.B. A detailed description of this District's plan for implementing each activity is as follows:

(i.) Utilize the toll free telephone service in existence at LSOE and attendant intake screen and clerical services.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

The availability or existence of the toll free telephone number will be made know and promoted throughout the District by informing service agencies, public libraries, schools, courts, law enforcement agencies, etc.

Requests will be made of area media to make public service announcements advertising the toll free telephone link and explaining the availability of pro bono civil legal services

that can be accessed by use of the telephone link.³

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

It is anticipated that a greater number of indigents in need of civil legal services will be attracted to the pro bono services by virtue of the ease of access provided by a toll free telephone link.

Phone callers requesting services over the toll free telephone link will be counted and queried concerning how they learned of the telephone link.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

The toll free telephone link to LSOE is already in place. County Managers will start the dissemination process immediately. Follow up contact with area media, service agencies, public libraries, schools, courts, law enforcement agencies, etc. will be initiated at efficient intervals.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget.

³ Among the Findings reported in the *Legal Needs Study Of The Poor In Indiana* (February 1992) prepared by United Way / Community Service Council of Central Indiana, it is stated: "Only 14% of low-income households surveyed were aware of an organization that provides free legal assistance. Approximately 6% had actually used such a program. If poor people do not know where they can obtain free legal representation, then their access to the judicial system is severely limited." (page 74) Conclusion #3 of that *Legal Needs Study* states: "In 1991, only 14% of low-income households in the state of Indiana were aware of the availability of free legal assistance." (page 83)

Problem No. 4

1. Problem/Barrier No. 4:

- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.

Inadequate resources to support indigent civil advocacy. Many traditional litigation tools are unavailable to indigent users of the civil legal system because they are too expensive and simply not in the legal service provider's budget. Preparation of some pro bono cases suffer because appropriate preparation would require expenditure of funds that are unavailable for depositions, experts, investigators, service by publication, DNA testing, etc. Therefore, it becomes too expensive to litigate effectively, possibly even competently in some instances.

2. Supportive Data:

- Data (statistics, survey results, records, reports, etc.) which support the statement of the problem and organized to show how the barriers are preventing people from accessing justice.

Legal practice experience.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. Activities to be undertaken by the attorneys in the District to address this barrier or problem.

- (i.) Presentations to bar associations, civic organizations, churches, clubs, etc. recruiting volunteer supporters such as mediators, expert witness (consultation & testimony), court reporters (donating a fixed number of depositions each year), translators and interpreters, research services (computer & human), etc.
- (ii.) Solicit donations and identify fund-raising opportunities.
- (iii.) Use of some Indiana Bar Foundation funds for case development expenses and/or reimbursement of out of pocket expenses.

3.B. Detailed description of this District's plan for implementing each activity.

- (i.) County Managers and attorneys will be requested to contact bar associations, civic organizations, churches, clubs, etc. for the purpose of recruiting volunteer supporters by oral and written presentations at meetings, in newsletters, etc.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

County Managers and attorneys will be requested to contact bar associations, civic organizations, churches, clubs, etc. for the purpose of recruiting volunteer supporters by oral and written presentations at meetings, in newsletters, etc.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

More resources will become available to support indigent civil advocacy. Individuals will come forward to volunteer services: investigators, court reporter deposition services, expert consultation and testimony, etc. Pro bono representation becomes more effective and more cost efficient.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

This process will be undertaken forthwith.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget.

Problem No. 5

1. Problem/Barrier No. 5:

- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.

There is a need for a current Legal Needs Study designed to identify and prioritize pro bono legal services targeting the indigent population within this District. This District will: (a.) Send requests for information (RFI's) or surveys to organizations and entities which serve the poor or have a helpful awareness of the legal needs of the poor; (b.) Compile and interpret the survey results; (c.) Adjust existing programs or Develop new programs which will service the identified needs; and (d.) Repeat and/or expand this survey periodically.

2. Supportive Data:

- Data (statistics, survey results, records, reports, etc.) which support the statement of the problem and organized to show how the barriers are preventing people from accessing justice.

Practical experience and research efforts of the District Committee.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. Activities to be undertaken by the attorneys in the District to address this barrier or problem.

- (i.) Draft and send requests for information (RFI's) or surveys to clients of the pro bono and legal service programs, as well as organizations and entities which serve the poor or have a helpful awareness of the legal needs of the poor.
- (ii.) Recruit experts in the area of "community surveying."
- (iii.) Compile and interpret the survey results.
- (iv.) Adjust existing programs and/or develop new programs which will service the identified needs.
- (v.) Repeat and/or expand this survey periodically.

3.B. Detailed description of this District's plan for implementing each activity.

Form a "Needs Study Committee" to create a Survey, identify targets to survey, recruit volunteers to aid in the process and compile the survey results.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

Recruit attorneys who have not already been identified to provide civil legal services for unmet needs exposed by the Survey.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

Identification of unmet civil legal service needs of the poverty level population that can be addressed and serviced by the legal community.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

The “Needs Study Committee” is to be formed in the next 6 to 12 months. The Survey drafted and disseminated within the next 12 to 18 months thereafter. The process of compiling the survey results should be completed within another 6 months thereafter. The “Needs Study Committee” will then present its Report And Recommendations to the District Committee for further action.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget.

Problem No. 6

1. Problem/Barrier No. 6:

- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.

Certain nonprofit and charitable organizations who benefit the poor are in need of legal services which are not provided or inadequately provided. There is no mechanism for certification of organizational eligibility to receive pro bono legal services.

2. Supportive Data:

- Data (statistics, survey results, records, reports, etc.) which support the statement of the problem and organized to show how the barriers are preventing people from accessing justice.

Informal Evansville Bar Association survey, observation and experience.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. Activities to be undertaken by the attorneys in the District to address this barrier or problem, and this District's plan for implementing each activity:

- (i.) Establish definitions for pro bono service to persons and organizations.
- (ii.) Providing *direct or indirect civil legal services* to *nonprofit, qualifying* organizations with an *established primary mission* to render *direct assistance or service* of a *qualified nature* to *poor people (living within or below established poverty level income/asset guidelines)* which is *not frivolous or incompatible with recognized pro bono goals* and *payment for which legal service at standard rates would significantly deplete the organization's economic resources*.
- (iii.) Indirect representation of persons of limited means by offering civil legal service to qualifying nonprofit and charitable organizations who benefit the poor.
- (iv.) Representing community groups servicing persons of limited means.
- (v.) Providing consultation services to other pro bono civil legal service providers representing or advising qualifying nonprofit and charitable organizations who benefit the poor.
- (vi.) Making presentations to qualifying nonprofit and charitable organizations who benefit the poor and to their clients and constituents of limited means regarding their rights and obligations under the law.

- (vii.) Providing legal research concerning organization legal issues and conflicts.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

- 4.A. Activities this District will take to support the pro bono efforts of the attorneys in this District.
 - (i.) Providing intake, screening, and referral of qualified prospective organizations.
 - (ii.) Matching organizational needs with individual attorney expertise.
 - (iii.) Providing resources for litigation which involves the organization.
 - (iv.) Providing legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono civil legal service to qualified organizations.
 - (v.) Providing the availability of consultation with attorneys who have expertise in areas of law in which a volunteer lawyer is providing pro bono civil legal service to a qualified organization.
 - (vi.) Establishing procedures to ensure adequate monitoring and follow-up, and to measure satisfaction.
 - (vii.) Recognizing pro bono civil legal service by lawyers to qualified organizations.
- 4.B. Detailed description of the District's plan for implementation of each activity, and the recommended supportive activities of the District Committee:

The District Committee will form an “Organization Qualifications Committee” and task it with drafting and recommending criteria, acceptable to the District Committee, for identifying the eligible and qualified organizations and a plan by which such organizations could apply for certification of eligibility.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

Qualified nonprofit or charitable organizations will be more effective or successful in their mission to serve the poor.

6. Benchmarks:

- The time line for implementing recommended activities and evaluating progress.

Within 3 months the District Committee will form an “Organization Qualifications Committee” and task it with drafting and recommending criteria, acceptable to the District Committee, for identifying the eligible and qualified organizations and a plan by which such organizations could

apply for certification of eligibility.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget.

Problem No. 7

1. Problem/Barrier No. 7:

- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.

Lack of an economical dispute resolution mechanism for legal and quasi-legal issues affecting the poor, when issues do not warrant litigation or substantial commitments of legal resources in a formal manner.

2. Supportive Data:

- Data (statistics, survey results, records, reports, etc.) which support the statement of the problem and organized to show how the barriers are preventing people from accessing justice.

Neighborhood meeting discussions, and Evansville Bar Association reports from its Alternative Dispute Resolution Committee and Lawyer Referral Service call experiences.

3. Recommended Actions to Address this Barrier or Problem:

- These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).

3.A. Activities to be undertaken by the attorneys in the District to address this barrier or problem:

- (i.) Providing Alternative Dispute Resolution (formal or informal) to people of limited means who are experiencing minor legal and quasi-legal issues which do not warrant litigation or substantial resource commitments, and which appear to offer potential resolution by submission to an alternative dispute resolution process, with or without the associated confidentiality protections.
- (ii.) Assisting neighborhood organizations and community groups concerned with assisting persons of limited means through minor legal and quasi-legal issues. Formal mediation training may not always be required.
- (iii.) Serving as a mediator or arbitrator to eligible persons of limited means involved in minor neighborhood (low income) disputes, minor property damage or disputes, noise annoyances, minor zoning concerns, minor consumer-merchant issues, minor contract disputes, minor landlord-tenant controversies, minor student/school issues, unruly neighborhood pets, and minor family disputes.
- (iv.) Interviewing and determining eligibility of prospective pro bono civil legal service recipients.
- (v.) Eligible clients may be self-referred, attorney-referred, or agency referred..
- (vi.) Making presentations to persons of limited means regarding their rights and obligations under the law.

3.B. Detailed description of this District's plan for implementing each activity:

- (i.) Solicitation of attorneys in the District who will commit to providing Alternative Dispute Resolution (formal or informal) services.
- (ii.) Inform neighborhood organizations and community groups concerned with assisting persons of limited means through minor legal and quasi-legal issues of the availability of ADR type services.

4. Recommended Actions to Support the Participating Attorneys:

- These elements are identified in Rule 6.5(h).

4.A. Activities this District will take to support the pro bono efforts of the attorneys in this District:

- (i.) Providing intake, screening, and referral of prospective clients.
- (ii.) Matching cases with individual attorney expertise, including the establishment of specialized panels.
- (iii.) Providing legal education and training for pro bono attorneys in specialized areas of law.
- (iv.) Providing the availability of consultation with attorneys who have expertise in areas of law in which a volunteer lawyer is providing ADR service.
- (v.) Establishing procedures to ensure adequate monitoring and follow-up, and to measure client satisfaction.
- (vi.) Recognizing pro bono civil legal service by lawyers.

4.B. Detailed description of the District's plan for implementation of each activity.

- (i.) Notify neighborhood organizations and community groups concerned with assisting persons of limited means through minor legal and quasi-legal issues of the availability of ADR type services.
- (ii.) Position LSOE and LASE to screen and refer attorneys from a panel of attorneys willing to provide ADR type services.

4.C. Description of the way the recommended activities and the supportive activities will be coordinated and what role the District Committee will have in that coordination.

- (i.) The District Committee will form an “ADR Subcommittee” to populate a panel devoted to the recruitment and delivery of ADR services.

5. Expected Results:

- A statement describing the expected beneficial results and the measures which will be utilized to determine the value of the proposed activity to the indigent.

Cases which might otherwise result in lawsuits or criminal prosecutions or due process proceedings, will be informally adjusted on a harmonious and voluntary basis.

6. Benchmarks:

Within 3 months the District Committee will form an “ADR Subcommittee” to populate a panel devoted to the recruitment and delivery of ADR services. The subcommittee will report its progress to the District Committee within 6 months.

7. Costs Associated with Benchmarks:

- This is the proposed budget necessary for implementing the recommended activities and achieving the expected results.

See attached Budget. (Fliers, pamphlets, etc.)

BUDGET 2000 - DISTRICT 13 PRO BONO COMMITTEE - WITH PLAN ADMINISTRATOR						
COST CATEGORIES		ANNUAL EXPENSE	IOLTA	OTHER	DONATED	TOTAL
A. PERSONNEL COSTS						
1	Lawyers	\$0.00				
2	Paralegals	\$0.00				
3	Others	\$0.00				
	a. Plan Administrator - FTE (Attorney)	\$65,000.00				
	b. Clerical Secretary - PTE (\$200 / wk)	\$10,400.00				
4	Salary Subtotal	\$75,400.00				
5	Employee Benefits					
	a. Plan Admin. - FTE (Health Ins, etc. \$200/mo.)	\$2,400.00				
	b. Clerical Secretary - PTE (none)	\$0.00				
	Payroll Taxes (15% of Salary Subtotal)	\$11,310.00				
6	TOTAL PERSONNEL COSTS	\$89,110.00	\$89,110.00			\$89,110.00
B. NON-PERSONNEL COSTS						
1	Space - Office Rent & Utilities (\$900 / mo)	\$10,800.00				
2	Equipment Rental					
	a. Copy machine (\$200 / mo.)	\$2,400.00				
	b. Computer w/ maint. (\$1,000 / yr. / unit) 2 units	\$2,000.00				
3	Other Supplies					
	a. Regular office supplies	\$4,000.00				
	b. Mass mailings	\$450.00				
	c. Repair & Maintenance	\$300.00				
4	Telephone					
	a. Regular lines (2 @ \$50 / mo. ea.)	\$1,200.00				
	b. Toll free service (1-800) line (\$50 / mo.)	\$600.00				
	c. Fax transmission line (\$50 / mo.)	\$600.00				
	d. Toll charges, voice mail, etc.	\$500.00				
5	Travel					
	a. Mileage, Hotel, Food, Parking	\$2,500.00				
6	Training					
	a. Seminars, Presentations, Orientations for Attys	\$1,500.00				
7	Library	\$1,000.00				
8	Insurance					
	a. General Liability & Contents	\$400.00				
	b. Directors & Officers Liability - District Committee Members & Plan Administrator	\$750.00				
	c. Workers Compensation	\$250.00				
	d. Bond (Money & Property theft)	\$100.00				
9	Dues & Fees					
	a. Attorney - CLE	\$120.00				
	b. Dues, subscriptions, fees	\$1,000.00				
	c. ABA NLADA Pro Bono Conference (Spring 2000)	\$1,000.00				
10	Audit	\$3,000.00				
11	Litigation					
	a. Expense to Program: record production, copyin testing (DNA, Drug, etc.), special process service publication costs, expert consult/fees, witness fees	\$5,000.00				
12	Property Acquisition					
	a. Software (assumes statewide application for data reporting)	\$0.00				
13	Purchase Payments					
	a. Fax machine (\$500 amortized o/ 5 yrs.)	\$100.00				
	b. Desks (2 @ \$1,500 ea.)	\$3,000.00				
	c. Chairs (6 @ \$200 ea.)	\$1,200.00				
	d. Filing & Supply cabinet	\$200.00				
	e. Shelving	\$0.00				
14	Contract Services to Clients					
15	Contract Services to Program					
	a. Internet service (\$21 / mo.)	\$252.00				
16	Other					
	a. Initial Connectivity of Devices, Deposits & Initial Startups	\$1,000.00				
17	TOTAL NON-PERSONNEL COSTS	\$45,222.00	\$45,222.00			\$45,222.00
C. TOTAL EXPENDITURES		\$134,332.00	\$134,332.00			\$134,332.00
FOOTNOTES:						
1	Plan Administrator - FTE (Non-Attorney or Attorney No Experience)	\$40,000.00				
2	Unresolved Issues:					
	a. Should the Plan Administrator who is an attorney have malpractice insurance?					
	b. Should District Committee members have Director/Officer liability insurance?					

BUDGET FORM - WITH A PLAN ADMINISTRATOR

BUDGET 2000 - DISTRICT 13 PRO BONO COMMITTEE - NO PLAN ADMINISTRATOR						
COST CATEGORIES		ANNUAL EXPENSE	IOLTA	OTHER	DONATED	TOTAL
A. PERSONNEL COSTS						
1	Lawyers	\$0.00				
2	Paralegals	\$0.00				
3	Others	\$0.00				
	a. Plan Administrator - NONE ¹	\$0.00				
	b. Clerical Secretary - PTE (\$200 / wk) LSOE ²	\$10,400.00				
	c. Clerical Secretary - PTE (\$200 / wk) LASE ³	\$10,400.00				
4	Salary Subtotal	\$20,800.00				
5	Employee Benefits - NONE					
	Payroll Taxes (15% of Salary Subtotal)	\$3,120.00				
6	TOTAL PERSONNEL COSTS	\$23,920.00	\$23,920.00			\$23,920.00
B. NON-PERSONNEL COSTS (2 LOCATIONS: LSOE/LASE)						
1	Space: Partial Reimb Office Rent/Utils (\$200/mo)	\$2,400.00				
2	Equipment Rental					
	a. Copy machine (\$15 / mo.)	\$180.00				
	b. Computer usage (\$10 / mo.)	\$120.00				
3	Other Supplies					
	a. Regular office supplies	\$2,000.00				
	b. Mass mailings	\$450.00				
	c. Repair & Maintenance	\$0.00				
4	Telephone					
	a. Regular lines (2 @ \$50 / mo. ea.)	\$0.00				
	b. Toll free service (1-800) line (\$50 / mo.)	\$0.00				
	c. Fax transmission line (\$50 / mo.)	\$0.00				
	d. Long distance toll charges	\$500.00				
5	Travel					
	a. Mileage, Hotel, Food, Parking	\$2,500.00				
6	Training					
	a. Seminars, Presentations, Orientations for Attys	\$1,500.00				
7	Library	\$1,000.00				
8	Insurance					
	a. General Liability & Contents	\$400.00				
	b. Directors & Officers Liability - District Committee Members & Plan Administrator	\$750.00				
	c. Workers Compensation	\$250.00				
	d. Bond (Money & Property theft)	\$100.00				
9	Dues & Fees					
	a. Attorney - CLE	\$0.00				
	b. Dues, subscriptions, fees	\$0.00				
	c. ABA NLADA Pro Bono Confer (Spring 2001)	\$1,000.00				
10	Audit	\$2,000.00				
11	Litigation					
	a. Expense to Program: record production, copying, testing (DNA, Drug, etc.), special process service, publication costs, expert consult/fees, witness fees, etc.)	\$5,000.00				
12	Property Acquisition					
	a. Software (assumes statewide application for data reporting)	\$0.00				
13	Purchase Payments					
	a. Fax machine (\$500 amortized o/ 5 yrs.)	\$100.00				
	b. Desks (\$1,500 ea.)	\$0.00				
	c. Chairs (4 @ \$200 ea.)	\$0.00				
	d. Filing & Supply cabinet	\$200.00				
	e. Shelving	\$0.00				
14	Contract Services to Clients					
15	Contract Services to Program					
	a. Internet service (\$21 / mo.)	\$252.00				
16	Other					
	a. Initial Connectivity of Devices, Deposits & Initial Misl. Startups	\$0.00				
17	TOTAL NON-PERSONNEL COSTS	\$20,702.00	\$20,702.00			\$20,702.00
C.	TOTAL EXPENDITURES	\$44,622.00	\$44,622.00			\$44,622.00
FOOTNOTES:						
1	Attorney time & experience used at LSOE & LASE is not compensated - not fair.	?				
2	Partial Comp. for use of LSOE clerical staff					
3	Partial Comp. for use of LASE clerical staff					
4	Unresolved Issues:					
	a. Should the County Managers (attorneys) have malpractice insurance?	\$11,000.00				
	b. Should District Committee members have Director/Officer liability insurance?	?				
		\$55,622.00				\$55,622.00
ABBREVIATIONS:						
LSOE: LSOE: Legal Service Organization - Evansville		LASE:	LASE: Legal Aid Society - Evansville			

BUDGET FORM - WITHOUT A PLAN ADMINISTRATOR

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APPENDIX 1

DISTRICT 13 - PRO BONO COMMITTEE

6.5(f)(1) CATEGORY	NAME & ORGANIZATION ADDRESS CITY, STATE, ZIP	PHONE/FAX/EMAIL	INITIAL TERM OF SERVICE
Co-Chair, District Organizing Committee	Judge W. Timothy Crowley Knox Superior Court #1 Courthouse, Second Floor Vincennes, IN 47591	P: 812-885-2517 F: 812-895-4890 E: sup1@wvc.net	
Co-Chair, District Organizing Committee	Judge J. Douglas Knight Vanderburgh Superior Court Court Bldg., Room 118 825 Sycamore Street Evansville, IN 47708	P: 812-435-5112 F: 812-435-5046 E: jdknight@evansville.net (Off) E: dlaw@evansville.net (Res)	
Vanderburgh Co. Evansville Bar Association	Ms. Susan Helfrich Executive Director Evansville Bar Association 123 N.W. Fourth St., #18 Evansville, IN 47708	P: 812-426-1712 F: 812-426-0028 E: ebash@evansville.net	1 year expiring 10/01/00
Vanderburgh Co. Evansville Bar Association	Ms. Rebecca T. Kasha, Attorney Sheffer, Hutchinson & Kenney 7 th Floor 20 N.W. First Street Evansville, IN 477	P: 812-425-5200 F: 812-425-2464 E: rkasha@kylaw.com (Off)	1 year expiring 10/01/00
Legal Aid Society of Evansville, Inc. Legal Assistance Provider	Ms. Sue Ann Hartig, Attorney Legal Aid Society of Evansville, Inc Civic Center Bldg, Rm105 1 N.W. ML King Jr Blvd Evansville, IN 47708	P: 812-435-5173 F: 812-435-5220 E: Shartig@Vanderburgh.net	2 years expiring 10/01/01
Legal Services Organization of Indiana, Inc. Legal Assistance Provider	Mr. Steve Culley, Attorney Legal Services Organization of Indiana, Inc. 101 Court St, Suite 101 Evansville, IN 47708	P: 800-852-3477 P: 812-426-1295 F: 812-422-7332 E: STEVE.CULLEY@lsoi.org	2 years expiring 10/01/01
Knox Co. Bar Association	Mr. Joe D. Black, Attorney 118 N. 7 th Street P.O. Box 522 Vincennes, IN 47591	P: 812-882-3440 F: 812-886-8774 E:	3 years expiring 10/01/02
Daviess Co. Bar Association	Mrs. Mary Goss, Attorney P.O. Box 639 Washington, IN 47501	P: 812-254-6525 F: E:	3 years expiring 10/01/02

Martin Co. Bar Association	Mr. Paul J. Vogler, Attorney Courthouse Drive P.O. Box 172 Shoals, IN 47581	P: 812-247-2772 F: 812-247-9930 E: pvogler@fullnet.com	1 year expiring 10/01/00
Gibson Co. Bar Association	Mr. C. Dean Higginbotham, Attorney 208 E. State Street Princeton, IN 47670	P: 812-386-3040 F: 812-386-7306 E: higglaw@gibsoncounty.net (Off)	1 year expiring 10/01/00
Pike Co. Bar Association	Mr. Phillip K. Hindahl, Attorney P.O. Box 365 316 Main Street Winslow, IN 47598	P: 812-789-5431 F: 812-789-9461 E:	2 years expiring 10/01/01
Dubois Co. Bar Association	Mr. Joseph L. Verkamp, Attorney 209 E. 6 th Street P.O. Box 867 Jasper, IN 47547-0809	P: 812-634-1343 F: 812-634-9004 E: joeverk@psci.net	3 years expiring 10/01/02
Posey Co. Bar Association & Exec. Dir United Way	Ms. Elizabeth D. Baier, Attorney 128 W. Third Street P.O. Box 367 Mt. Vernon, IN 47620	P: 812-838-5808 F: E:	1 year expiring 10/01/01
Warrick Co. Bar Association & Bank Officer	Mr. Tony Aylsworth, Attorney & Chief Operations Officer Peoples Trust & Savings Bank P.O. Box 307 Boonville, IN 47601	P: 812-897-0230 F: 812-897-6227 E: peoplesboonville.com (Off)	4 years expiring 10/01/03
Spencer Co. Bar Association	Mr. Jefferson A. Lindsey, Attorney Lindsey & Lindsey 217 Main Street Rockport, IN 47635	P: 812-649-4571 F: 812-649-9676 E: linlaw@psci.net	2 year expiring 10/01/01
Perry Co. Bar Association	Mr. James A. McEntarfer, Attorney Zoercher, Huber, McEntarfer & Goffinet 727 Main Street P.O. Box 98 Tell City, IN 47586-0098	P: 812-547-7081 F: 812-547-7083 E: zhmglaw@psci.net (Off) E: loisjane@psci.net (Res)	3 years expiring 10/01/02
Community-at-Large, Pro Bono Service Recipient (Past or Present)	<i>TO BE IDENTIFIED LATER</i>	P: F: E:	1 year expiring 10/01/00
Community-at-Large Knox Co.	Mr. Larry Stearns Director, Paralegal Program Vincennes University 117 E. Brown Rd. Vincennes, IN 47591	P: 812-886-4102 F: 812-888-4586 E: istearns@entwk.net	1 year expiring 10/01/00

DISTRICT 13 - PRO BONO COMMISSION

6.5(b) CATEGORY	NAME & ORGANIZATION ADDRESS CITY, STATE, ZIP	PHONE/FAX/EMAIL
Pro Bono Commission	Magistrate Jill R. Marcum Vanderburgh Superior Court Court Bldg., Room 202 825 Sycamore Street Evansville, IN 47708	P: 812-435-5967 F: 812-435-5043 E: jmarcrum@evansville.net
Pro Bono Commission	Mr. Jeffrey B. Kolb, Attorney Emison, Doolittle, Kolb & Roeligen 8 th & Busseron Street P.O. Box 215 Vincennes, IN 47591	P: 812-882-2280 F: 812-885-2308 E: emison@wvc.net (Off)

APPENDIX 2
DISTRICT 13 DEMOGRAPHICS

	ATTORNEYS		
	Number in Co.	County % of Dist.	County Atty:Pop
County	1999	1999	Ratio
Daviess	20	3.23%	1:1,425
Dubois	36	5.81%	1:1,076
Gibson	25	4.03%	1:1,277
Knox	45	7.26%	1: 883
Martin	10	1.61%	1:1,048
Perry	13	2.10%	1:1,470
Pike	9	1.45%	1:1,389
Posey	20	3.23%	1:1,315
Spencer	16	2.58%	1:1269
Vanderburgh	399	64.35%	1: 419
Warrick	27	4.35%	1:1,822
	620	100.00%	1: 716

	POPULATION		
	County Total	County % of Dist	Median Age
County	1995	1995	1990
Daviess	28,503	6.42%	33.6
Dubois	38,752	8.72%	32.1
Gibson	31,939	7.19%	35.1
Knox	39,736	8.95%	33.5
Martin	10,488	2.36%	34.1
Perry	19,116	4.30%	33.5
Pike	12,503	2.81%	36.3
Posey	26,318	5.92%	33.4
Spencer	20,308	4.57%	33.7
Vanderburgh	167,329	37.67%	34.5
Warrick	49,194	11.08%	33.3
	444,186	100.00%	

APPENDIX 2
DISTRICT 13 DEMOGRAPHICS

	POVERTY			
	County All Ages	% of County Popul.	% of District Poverty	Under Age 18
County	1995			1995
Daviess	3,764	13.2%	8.4%	1,560
Dubois	1,660	5.8%	3.7%	584
Gibson	2,737	9.6%	6.1%	954
Knox	5,136	18.0%	11.5%	1,737
Martin	1,188	4.2%	2.7%	471
Perry	1,757	6.2%	3.9%	608
Pike	1,463	5.1%	3.3%	554
Posey	1,940	6.8%	4.4%	713
Spencer	1,746	6.1%	3.9%	622
Vanderburgh	20,033	70.3%	45.0%	7,502
Warrick	3,127	11.0%	7.0%	1,234
	44,551		100.0%	16,539

	INCOME		
	Median H/hold	Per Capita	State Rank
County	1995	1995	1995
Daviess	\$29,123	\$17,047	77
Dubois	\$41,897	\$23,257	11
Gibson	\$32,930	\$18,635	54
Knox	\$29,034	\$19,026	50
Martin	\$30,659	\$17,299	73
Perry	\$31,295	\$16,307	84
Pike	\$28,984	\$17,995	60
Posey	\$41,325	\$22,065	17
Spencer	\$35,998	\$17,426	68
Vanderburgh	\$33,067	\$23,002	12
Warrick	\$45,164	\$21,757	20

SUBMISSION PROCEDURES

One copy of the completed Annual Report and Plan shall be submitted to Kelly Kann Davidson, Indiana Bar Foundation, 230 East Ohio Street, Indianapolis, Indiana 46204. If your plan includes a request for IOLTA funds, plans should be submitted no later than _____. A completed Report and Plan should also be transmitted to Kelly Kann Davidson by Email (at probono@inbar.org and/or probono@iquest.net).

The Pro Bono Commission expects to receive fourteen plans. These plans will be read by the entire Commission.

APPROVAL OF COMPREHENSIVE PLANS

If your plan includes a request for IOLTA funds, the Commission will notify you by letter if the request has been granted.

Additional information concerning these instructions or the submission of a plan may be obtained from Kelly Kann Davidson at the Indiana Bar Foundation, 230 East Ohio Street, Indianapolis, Indiana, 46204 or by calling at 317-269-2418.